



## DEVELOPMENT SERVICES DEPARTMENT Building Safety Division

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### REVISIONS / DEFERRED SUBMITTALS CHECKLIST

#### SUBMITTAL REQUIREMENTS FOR REVISIONS TO APPROVED PLANS

\*Revisions impacting **more** than 5 sheets of previously approved standard plans require a new standard plan submittal and will follow the process of a new standard plan submittal. Naming convention shall correspond with the revision number (ex. Plan 1234-**01**). \*

\*\*Revisions impacting 1-5 sheets of previously approved standard plans may be submitted with the following.\*\*

- One copy of the original permit
- One completed permit application including a brief description of what is being revised
- Original **approved** construction drawings (staff will remove and replace old sheets with new City approved sheets)
- Two complete sets of the revised **sheets** with all revisions “clouded”
- One narrative detailing all of the plan revisions including sheet names
- Effective date of revisions shall be added to revised sheets
- \$100.00 revision fee (revisions are \$100.00 per hour with the 1<sup>st</sup> hour being due at submittal – double for expedited) \*\*Note: additional permit fees may also be required if revisions result in an increased project valuation.

#### SUBMITTAL REQUIREMENTS FOR DEFERRED SUBMITTALS

- One completed permit application with a description of the deferred submittal
- One **copy** of the original **approved** construction drawings
- Two complete sets of the deferred submittal drawings – drawings stamped with ‘NOT FOR CONSTRUCTION’ will not be accepted
- \$175.00 deferral fee + 1<sup>st</sup> hour or \$100.00 plan review fee due @ submittal (hourly review fees are charged @ \$100.00 per hour thereafter – double for expedited)